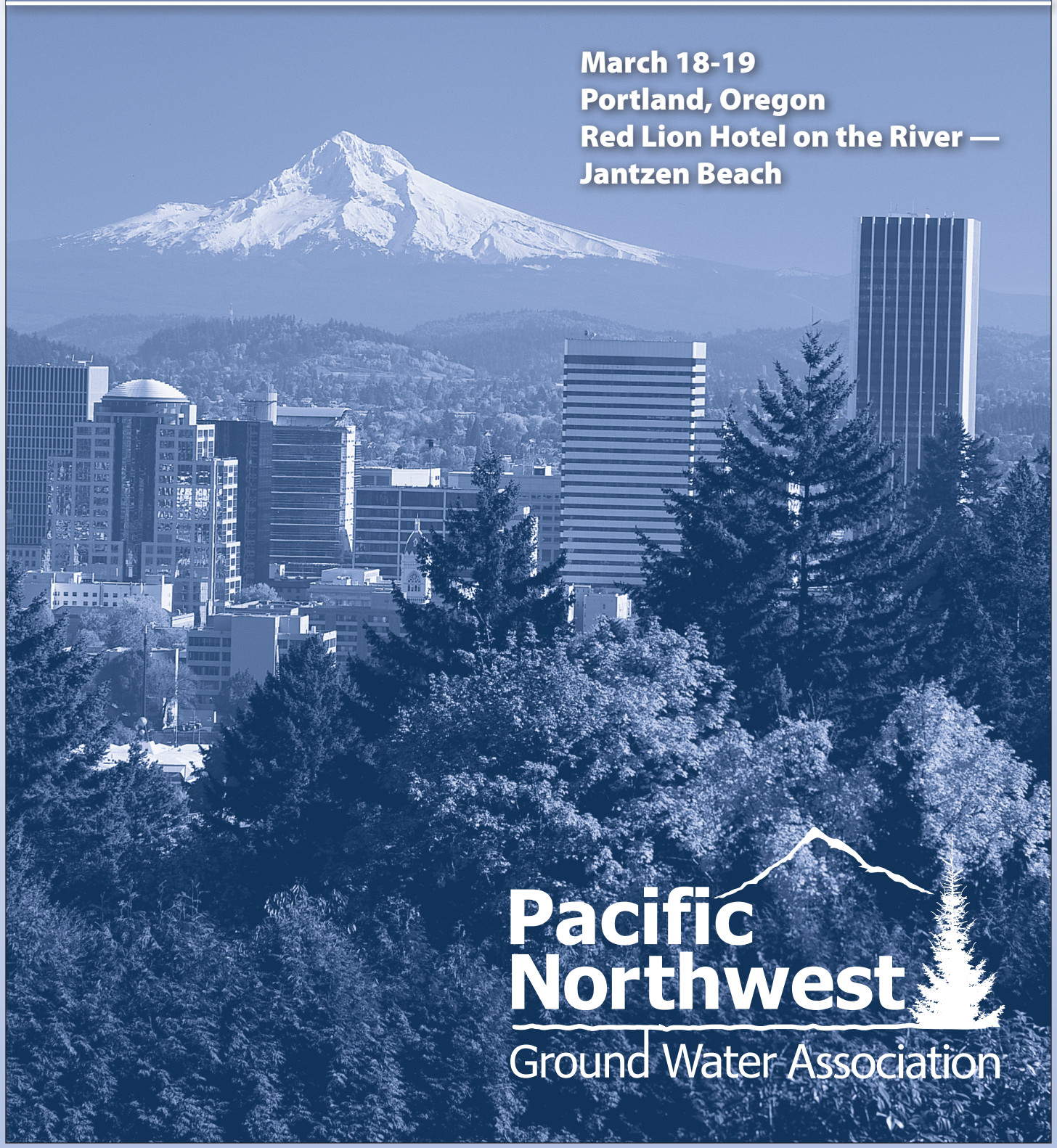
2016 Pacific Northwest Ground Water Exposition

Exhibit and Sponsorship Announcement

March 18-19
Portland, Oregon
Red Lion Hotel on the River — Jantzen Beach



Pacific Northwest
Ground Water Association

Sponsorship Opportunities

Company name: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

- ❑ **Beverage service during workshops** — 2 opportunities available
- ❑ **Wine and Cheese Reception** (Friday in exhibit hall) — 1 opportunity available
- ❑ **Beer & Bratwurst Luncheon** — (Saturday in exhibit hall) — 1 opportunity available
- ❑ **Registration Desk** — 3 available $750 each
- ❑ **Saturday Coffee** — 2 opportunities available

All vendors that take advantage of the above opportunities will have their logo(s) made available on all public signage, and will have specific thank you signage on/at above sponsored events as well. Companies choosing to take advantage of the registration desk sponsorship will be able to leave company lanyards, pens and bags for attendees to use at their choice. All F&B costs are to be handled between the vendor and the Red Lion Hotel directly.

Signature_____

Title _____

Date _____

(For office use only.)

initials		fin.
date		
CK/CC		
amt. paid		
bal. due		

PLEASE RETURN FORM WITH PAYMENT TO:

National Ground Water Association
601 Dempsey Rd.
Westerville, OH 43081
855-225-6492 Phone
614-898-7786 Fax

Pacific Northwest Ground Water Association

Location and Housing

Red Lion Hotel on the River — Jantzen Beach
909 North Hayden Island Drive
Portland, Oregon 97217
Phone: 503 283.4466
Fax: 503 283.4743
www.redlion.com

NGWA has secured a limited block of rooms on a first come, first served basis at the group rate of $92 per night single/double occupancy and $102 per night triple/quad occupancy for a standard guest room, and $102 per night single/double occupancy, $112 per night triple and $122 quad occupancy for a river view guest room. These rates apply to the NGWA room block and are valid until the March 14, 2016 cutoff, unless our block has been filled before that date. When making your reservations, be sure to mention you are attending the Pacific Northwest Ground Water Expo. Remember, you are responsible for securing your own reservations. For guest check-in and checkout times, please contact the hotel directly.

Benefits of Exhibiting

The 2016 Pacific Northwest Ground Water Exposition

is the perfect place to meet and greet some of the people who matter most to your business — your customers. Your exhibitor dollars buy you priceless opportunities to:

- Network with attendees with buying power
- Focus your marketing on serious shoppers
- Increase leads
- Interact with your customers
- Receive postshow attendee mailing list in electronic format (ideal for postshow follow-up)
- Be recognized as an industry support through sponsorships

Floor Plan and Ordering Instructions

Apply for your exhibit space today!

Call Vickie, Shelby, or Wanda at 800 551.7379 (614 898.7791), option 4, or online at www.PNWGWA.org.

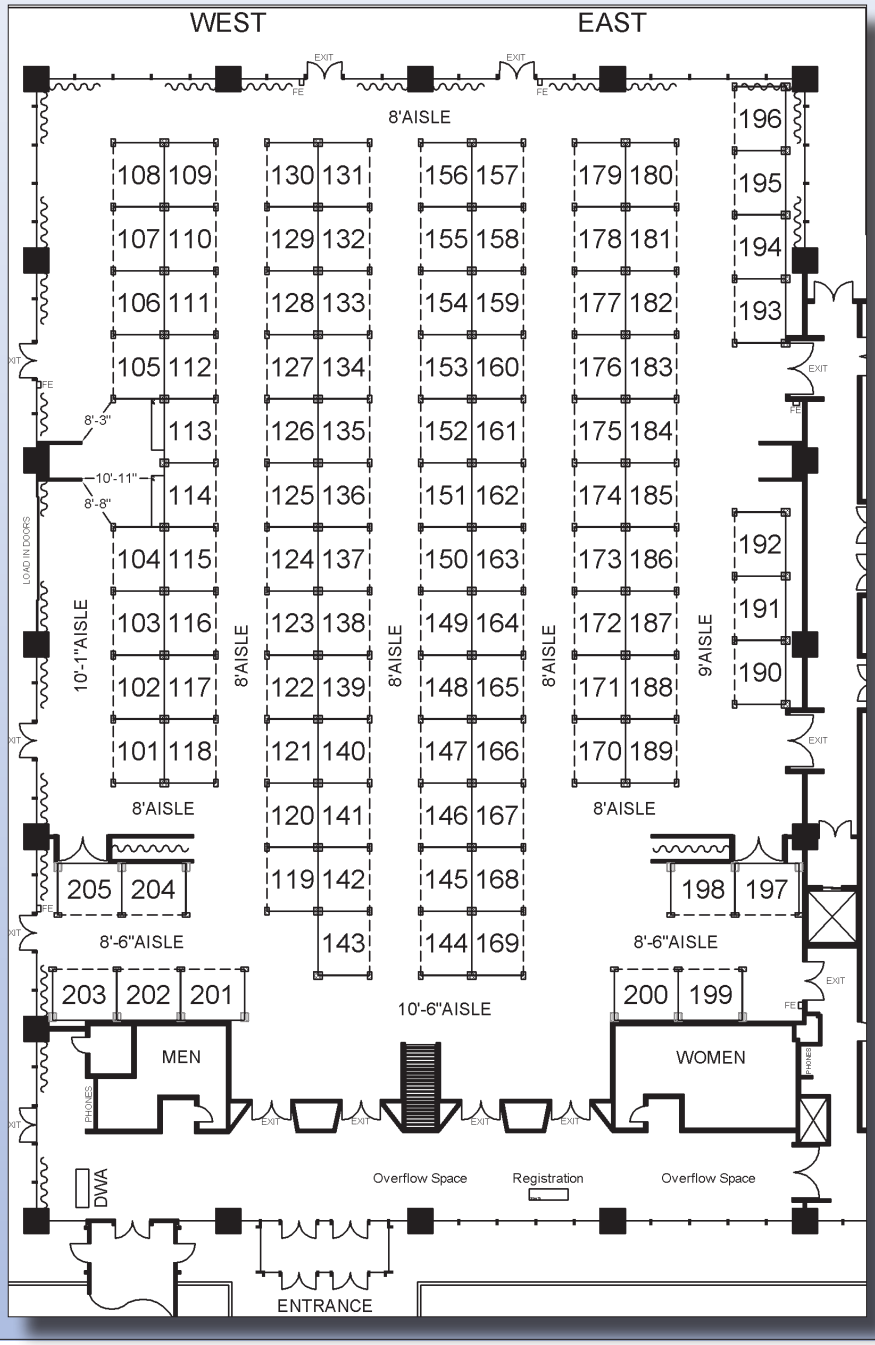
Vickie Crosby or Shelby Fleck
Phone: 800 551.7379 (614 898.7791), option 4
Fax: 614 360.2492
E-mail: vcrosby@ngwa.org; sfleck@ngwa.org
Web: www.PNWGWA.org

Booth Setup: Friday, March 18, 8:00 a.m. to 3:30 p.m.

Exhibit Hall Open: Friday, March 18, 4:00 p.m. to 7:30 p.m.
Saturday, March 19, 9:00 a.m. to 2:00 p.m.

Teardown: Saturday, March 19, 2:00 p.m. to 9:00 p.m.

- Booth space: 10′ x 8′ ($550) includes two (2) free exhibitor staff registrants per space rented.
- Additional registrations may be purchased for $20 each.
- Booths will be assigned on a first come, first served basis.
- Exhibitors must indicate booth preference on order form.
- Heavy equipment space ($300) includes two (2) free exhibitor staff registrants per space rented.
- Additional registrations may be purchased for $20 each.
- Heavy equipment spaces will not be assigned prior to the show. Heavy equipment exhibitors must meet staff at 8:00 a.m. March 18, 2016 to draw numbers for parking sequence. Violators will be asked to move.



Pacific Northwest Ground Water Association

Information for Exhibitors

1. Eligiblity

Exhibit privileges are extended to any and all firms manufacturing or supplying products or services for the ground water industry. Manufacturers are NOT allowed to share exhibit space with other manufacturers. Company names on exhibitor badges will be the name of the company that signed the contract for the display space. There will be no exceptions!

2. Exhibit Application

Application form and full payment for space requested must be received by NGWA before space request will be processed. Application and credit card payment can be faxed to 614 360.2492. If there are any companies your company does not wish to be adjacent to, please indicate the names in Item G on the Exhibit Application. Show Management will make every effort not to assign your company to an adjacent booth. If you don't state names on the application, Show Management cannot be responsible for guessing on this issue. Not all companies are sensitive to this issue; some welcome competition.

3. Exhibit Booth Rental Assignment

Assignment of exhibit space will be made by email. All 10' x 8' booths rent at $550 each for the duration of the show. Booth exhibitors are entitled to two (2) free exhibitor registrants per space rented. See #7 for additional booth staff registration fees. Exhibitors must indicate their indoor booth preferences by listing, in order, their choices on the Exhibit Application in this packet. Booth space will be assigned on a first come, first served basis. Each exhibit application will be date stamped when received. Please list 10 preferences for space on the Exhibit Application in Item F and your request will be honored as closely as possible. Show Management reserves the right to reassign space if necessary and in the best interest of the Exposition.

4. Heavy Equipment

One bulk space must be rented for each piece of heavy equipment to be displayed outdoors. The fee is $300 per bulk space, for the duration of the show. Heavy equipment exhibitors are entitled to two (2) free exhibitor registrants, per space rented. All equipment placed on display must be in excellent condition. Heavy equipment spaces will NOT be assigned because the facilities for outdoor parking are subject to change by the hotel up to the time of parking. Outdoor spaces will be allocated on a first come, first served basis at the time of parking. Those who request additional heavy equipment display spaces after their initial contract has been confirmed will be accommodated on a space-available basis. Heavy equipment exhibitors meet staff in registration area at 8 a.m. March 18, 2016 to draw numbers for parking sequence. Violators will be required to move.

5. Exhibit Display

Show Management reserves the right to restrict any exhibit that, because of noise or any other reason, becomes objectionable. Crepe paper decorations are not permitted. All decorating material must be flameproofed. No signs or other articles may be attached to walls or doors, and no attachments of any kind may be made to the floor or any part of the building. Displays using water must arrange waterproof protection.

6. Exhibit Hours

Booth Setup:	Friday, March 18, from 8:00 a.m. to 3:30 p.m.
Exhibit Hall Open:	Friday, March 18, from 4:00 p.m. to 7:30 p.m.
	Saturday, March 19, from 9:00 a.m. to 2:00 p.m.
Teardown:	Saturday, March 19, from 2:00 p.m. to 9:00 p.m.

By mandate of the Pacific Northwest Ground Water Expo Board of Directors, only those companies that can set up their booths by 3:30 p.m. on Friday should apply for space. All companies must staff their booths accordingly until the official teardown begins at 2:00 p.m. on Saturday.

7. Registration

All individuals who wish to enter the exposition area are required to wear badges. Registration fees are $20 for each additional exhibitor registrant. Exhibitor preregistration forms will be mailed with the confirmation copy of the contract. Exhibitors are requested to assist Show Management by advising all visitors they must pay the appropriate fee, register, and obtain a badge before entering the exhibit hall.

8. Liability and Insurance

Neither the Show Management or sponsors nor the Red Lion Hotel on the River shall be held responsible for the safety of exhibitors or their employees. Insurance must be purchased by the exhibitor. Show Management and the sponsoring associations will not be held liable for any damage done to the Red Lion Hotel on the River Convention Center or any property or material on or near the exposition site that may be caused by any exhibitor or their representatives.

9. Service Contractor

In the interest of safety, continuity, and security, it is understood that dwa Exposition Services, Portland, will be the exclusive contractor for drayage, rigging, electrical, and plumbing. A service manual with instructions and forms for services and materials will be mailed from dwa after the contract has been confirmed or approximately 60 days prior to the show.

10. Electrical Current

Electrical current is available in the exhibit area. An order form for electrical service will be in the service manual you receive from dwa. Complete the form in advance and return it as instructed in the service manual to avoid unneccessary delay and inconvenience at set-up time.

11. Shipment

The exhibitor agrees to ship and store their exhibit materials at their own risk and expense. A rate sheet, shipping instructions, and address will be in the service manual. All freight charges must be prepaid. Exhibitor name and booth number must be included on all shipping labels.

12. Furniture, Carpet, etc.

Arrangements for furniture, carpet, and any other items needed in your booth must be made by completing and returning rental order forms from the dwa service manual.

13. Housing

Please direct all inquiries regarding housing directly to:

Red Lion Hotel on the River — Jantzen Beach
909 North Hayden Island Drive
Portland, Oregon 97217
Phone: 503 283.4466
Fax: 503 283.4743
www.redlion.com

NGWA has secured a limited block of rooms on a first come, first served basis at the group rate of $92 per night single/double occupancy and $102 per night triple/quad occupancy for a standard guest room, and $102 per night single/double occupancy, $112 per night triple and $122 quad occupancy for a river view guest room. These rates apply to the NGWA room block and are valid until the March 14, 2016 cutoff, unless our block has been filled before that date. When making your reservations, be sure to mention you are attending the Pacific Northwest Ground Water Expo. Remember, you are responsible for securing your own reservations. For guest check-in and checkout times, please contact the hotel directly.

14. Communication

All communications regarding space assignments should be directed to NGWA, 601 Dempsey Rd., Westerville, Ohio 43081.
Phone 800 551.7379 or 614 898.7791; fax 614 360.2492.
sfleck@ngwa.org, vcrosby@ngwa.org, or wbloch.

15. Space Cancellation Policy

Written notice of booth or bulk cancellations received at NGWA by February 18, 2016, will qualify an exhibitor for 50% refund of booth/bulk space monies paid to that date. Cancellation notice received after February 18, 2016, will result in loss of refund.

The official service contractor is dwa Trade Show and Exposition Services.

Please return with full payment to:
Exhibit Sales Managers, NGWA
601 Dempsey Road, Westerville, Ohio 43081 USA
Fax: 614 360.2492
Phone: 800 551.7379 or 614 898.7791
Confirmation copy will be returned to you after assignment.

Pacific Northwest Ground Water Association

FOR NGWA USE ONLY

Company _____
Booth space(s) assigned _____
Number of bulk spaces requested _____
Check # _____ Credit card # _____

Exhibit Application/Contract

2016 Pacific Northwest Ground Water Expo (#6031)

March 18 and19, 2016 • Red Lion Hotel on the River/Jantzen Beach • Portland, Oregon

Please type or print clearly.

A. Applicant

Company name _____ Date _____
(Used on badges, sign, program. Size of type on badges will be determined by number of characters in name listed above.)
Name of official signing application _____ Official's e-mail _____
Street address _____ City _____
State/Province _____ Country _____ Zip/Postal code _____
Telephone _____ Fax _____ Web site _____

B. Contact person (DO NOT complete if the official listed above should receive all communications regarding this application.)

Name _____ E-mail _____
Street address _____ City _____ State/Province _____ Country _____
Zip/Postal code _____ Telephone _____ Fax _____

C. Application (must be signed by official listed in Item A)

I understand that this form must be accompanied by payment IN FULL for space requested. If application is faxed with credit card payment, there is no need to mail. I agree to, and will fully comply with, the rules and regulations on the reverse side of this application and the instructions in the exhibitor prospectus. Further, we understand that our exhibit must be set up by 3:30 on Friday, March 18, and that dismantling cannot begin until 2:00 p.m. on Saturday, March 19.

× _____
Signature of applicant (authorized signature of "official" in Item A)

D. Products or services to be displayed (Must be listed or application will not be processed; limit to 25 words or copy will be edited.)

_____

_____

New this year: _____

E. Exhibit space request

Indicate how many of each type of space you require:.

How many	Type of space	x	Cost per space	=	Total per type
_____	10′ x 8′ booth	x	$550 each	=	$_____
_____	Heavy equipment space (outdoors)	x	$300 each	=	$_____

TOTAL COST OF SPACE APPLIED FOR (must be in U.S. funds)

F. Selection of booth space

List below your preferences for booth space.
(1st) _____ (2nd) _____ (3rd) _____ (4th) _____ (5th) _____
(6th) _____ (7th) _____ (8th) _____ (9th) _____ (10th) _____

G. Avoid assignment adjacent to (company names): _____

_____

_____

H. Schedule for exhibitors

Setup Friday, March 18, from 8:00 a.m. to 3:30 p.m.
Exhibits open: Friday, March 18, from 4:00 p.m. to 7:30 p.m.
Saturday, March 19, from 9:00 a.m. to 2:00 p.m.
Teardown: Saturday, March 19, from 2:00 p.m. to 9:00 p.m.

I. Method of payment

❑ By check: Make payable to NGWA in U.S. funds
❑ By credit card: Complete the following
❑ American Express ❑ Visa ❑ MasterCard ❑ Discover Card
Card # _____ Printed name _____
Expiration date _____ Signature _____

DO NOT WRITE IN BOX BELOW

Contract confirmed by:

_____
(Signature of NGWA official)

_____
(Date)

Rules and Regulations for Exhibitors

1. The Pacific Northwest Ground Water Exposition Board of Directors has made every attempt to solicit qualified buyers to attend the exposition. The Board cannot guarantee the quality or quantity of attendees.

2. No exhibitor shall exhibit materials other than the products sold and/or distributed by the contracted company and then only in accordance with the Show Management specifications. Manufacturers are NOT allowed to share exhibit space with other manufacturers.

3. No exhibitor shall be allowed to sublet exhibit space, in whole or part, to another company or individual without the written consent of the Show Management. Company names on exhibitor badges will be the name of the company that contracted for the space. There shall be no exceptions.

4. All booth arrangements shall conform in all respects to the 10′ wide x 8′ deep dimensional and 8′ height requirements as indicated in the space diagram. The booth space rental includes a draped background 8′ high with draped side rails 36″ in height and a standard 7″ x 44″ booth sign showing the firm's name, city, and state.

Show Management shall provide for sweeping and cleaning the aisles once daily, but exhibitors shall, at their own expense, keep their spaces and carpeting clean, their exhibits dusted and in good order.

Booths shall be designed in such a manner so as not to interfere with the sightlines of adjacent and neighboring booths.

Raw wood or cardboard wings shall be painted or appropriately covered if visible in the display area. The side frames of pop-up display booths shall be covered with drape to cover the frame. Drape may be ordered from the service contractor.

Groundwater equipment machinery shall fit within the allotted exhibit space as indicated on the diagram and all company signs or advertising shall be displayed within the specific exhibit space.

Rig manufacturers shall not be allowed to start up their machines or utilize their hydraulic equipment once rigs are parked in place for display at the exposition.

Gasoline tanks must have locked caps. The amount of gasoline in the tank should be minimal — enough to permit move-in and move-out. Any damage done to the exhibit area by excessive oil leaks shall be financially absorbed by the rig manufacturer. Battery cables shall be disconnected and L.P. gas tanks removed.

One outdoor bulk space must be rented for each piece of heavy equipment to be displayed. All equipment must be in excellent condition.

Structural limitations of the exhibit facility shall determine placement and positioning of equipment within the assigned booth/bulk spaces. When all booth and/or bulk spaces are assigned, a waiting list shall be maintained. If cancellations occur, booth/bulk space assignments shall be made on a first come, first served basis.

5. No exhibitor shall install any floodlight fixtures which may cause the light coming from it to shine in other exhibits or in the eyes of guests, or that is objectionable to other exhibitors. Show Management reserves the right to remove such objectionable fixtures.

6. During show hours, each exhibit (booth and bulk space) shall be adequately manned by a company representative substantially all of the time. Assigned exhibit space shall be kept neat and orderly. All booth attendants shall be dressed modestly and in good taste.

7. Any sound tracks or spiels shall be at a low pitch so as not to bother nearby exhibitors. Any form of attention-getting device or presentation shall be terminated if crowds jam aisles or infringe upon other exhibitors' displays.

8. Each exhibitor must comply with all requirements of the Americans with Disabilities Act (ADA) in the design and operation of its booth.

9. No music — live or recorded — will be permitted in the hall because of liability for licensing.

10. Early dismantling of displays shall NOT be permitted. The display will officially close at 2:00 p.m. on Saturday, March 19, 2016.

11. Promotional giveaways in exhibit space shall be in accordance with Oregon law.

12. No exhibitor shall operate or participate in the operation of any exhibit, demonstration, activity, or event during established show hours within the show city, except in assigned exhibit spaces. Nothing in this provision shall be interpreted to curtail the normal established manufacturing activities of an exhibitor within the show city. However, no tours of these facilities shall occur during the show hours.

13. Exhibitors may advertise in exhibit space for plant tours to occur at any time other than show hours. The distribution of any materials outside the exhibitor's own space or actively soliciting attendees from other booths is prohibited.

14. Admission to the exhibit hall shall be by badge only. Registration badges are not transferable; identification may be required. Free and paid preregistrations may not be changed via telephone or letter after registration deadline.

Badge cancellation policy: Preregistration monies will be refunded if written notice is received at NGWA no later than February 18. After that date, no refund requests will be honored.

15. All materials used in the exhibit hall shall be fireproofed and conform to all fire department regulations. No decorative paper of any kind shall be permitted.

16. Setup of exhibits shall commence at 8:00 a.m. Friday, March 18, as designated by Show Management, and must be completed by 3:30 p.m. the same day, in accordance with the schedule. Companies which cannot meet this setup schedule should not apply for space. In the event of a delay in setting up a display on Friday, it shall be necessary that exposed crates and/or parcels be removed from the exhibit space at the expense of the exhibitor until closing of the exhibit hall on Friday. They may be returned for setup after closing hours on Friday. No exhibitor shall have the right prior to the closing of the show at 2:00 p.m. Saturday to pack or remove articles on exhibit without the written permission and approval of Show Management.

17. Character of exhibits shall be subject to the approval of Show Management. The right is reserved to refuse the applications of concerns not meeting standards required or expected, as well as the right to curtail or to close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting.

18. Full payment of display space fees must accompany the application. In the event that no representative of an exhibit space is present at least four (4) hours prior to the opening of the show, the assignment shall be forfeited and Show Management shall have the right to resell or relocate that company's exhibit space. No refund shall be made if space is forfeited.

19. Space cancellation policy: Written notice of booth or bulk cancellation received by Show Management by February 18, 2016 shall qualify an exhibitor for 50% refund of booth/bulk space monies paid to that date. Cancellation notice received after February 18 will result in loss of refund.

20. Exhibitor expressly agrees that the Pacific Northwest Ground Water Exposition, the Show Management, its officers, employees, agents, exhibit site, the convention decorator, successors, and assigns shall not be liable for any damage or loss from any cause whatsoever, to include negligence, arising out of destruction of an exhibit or the property of an exhibitor or injuries to the person of an exhibitor, all claims for any such damage, loss, or injury being expressly waived by the exhibitor.

In the event the exhibit site is destroyed by fire or the elements, or other cause, or in the event any circumstances, e.g., strikes, etc., make it impossible for the Show Management to permit exhibitors to occupy the exhibit site, the exhibitor expressly agrees that the Pacific Northwest Ground Water Exposition, the Show Management, its officers, employees, agents, exhibit site, the convention decorator, successors, and assigns shall not be liable for any damage, loss, or injury arising out of the same, all claims for any such damage, loss or injury arising out of the same, all claims for any such damage, loss, or injury being expressly waived by the exhibitor.

21. If the Exposition is not held as proposed, the exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred. Any distribution of monies paid to the Show Management for booth/bulk space, etc. shall be distributed at the sole discretion of the Show Management, whose decision is final.

22. Insurance shall be secured by the exhibitor and at the exhibitor's expense. It is recommended that each exhibitor purchase insurance covering public liability and loss including damage and theft to protect against possible claims arising out of the operation of its exhibit.

23. Exhibitors shall honor the contractual agreements between the exhibit facilities, local union groups, and/or exclusive contractors.

24. The Show Management shall be the interpreter of the requirements of this agreement and its decision shall be final. In the event of a dispute, this agreement shall be construed in accordance with the laws of the state of Ohio.

25. The Show Management reserves the sole and exclusive right to amend, modify, or change from time to time the rules and regulations herein contained so as to effect the terms and conditions of this agreement and, upon reasonable notice to the exhibitor, the exhibitor agrees to comply with such amendments, modifications, or changes as if fully and originally written herein.

26. This agreement constitutes the entire agreement between parties and cannot be amended, modified, or changed without a subsequent agreement in writing signed by the parties, except as set forth above.